



## Wichita Police Department Policy Manual

Approved by: \_\_\_\_\_

### Regulation 3.0 – Professional Conduct

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Maintained by: Professional Standards

Issue/Rev.: R 10-03-2011

#### Regulation 3.1 Appearance in Court/Court Testimony

Issue/Rev.: R 03-21-2011

##### Penalty

- 3.101 B After having been officially notified, either verbally or in writing, members of the Department shall report as directed by any supervisor, subpoena, or by any notice which dictates his/her required appearance before any hearing board or court.
- 3.102 C While testifying in court, members of the Department shall avoid any show of anger, sarcasm, or quarrelsomeness.
- 3.103 B All officers appearing in court for official departmental business shall wear the regulation uniform or, if dressed in civilian clothes, they must wear business attire or follow the dress standards in compliance with the City of Wichita dress and the Departmental standardized dress guidelines.
- 3.104 C Regardless of an officer's rank, assignment, special training, and/or special qualifications, he/she shall not, as an independent operator on behalf of a defendant, for a consideration or otherwise, obtain, develop, prepare, or present evidence/testimony which would prejudice the prosecution of a criminal or traffic complaint by any duly-constituted law enforcement agency.
- 3.105 C No officer shall authorize or recommend the reduction or dismissal of any charge, bond, or fine as set by the Municipal Court, District Court, or Federal District Court without the approval of a Bureau Commander.
- 3.106 C No officer shall, without prior written approval of the Chief of Police, appear or give testimony as a character witness for any defendant in a criminal inquiry or trial, unless properly subpoenaed.
- 3.107 B No member of the Department shall institute any civil action without notifying the Office of the Chief of Police, through channels.
- 3.108 B No officer shall enter a courtroom to appear on personal family domestic court matters with a firearm. Upon appearing for testimony wherein he/she is not a party and is there for official matters, the officer shall check with the judge or his/her assistant prior to entering the courtroom armed. Officers appearing in court for reasons not related to their official police position shall not wear a departmental uniform or any visible item that identifies the officer as a member of the department.

#### Regulation 3.2 – Conduct Unbecoming an Officer Prohibited

Issue/Rev.: R 06-27-2011

##### Penalty

- 3.201 D Conduct unbecoming an officer shall include that which brings the Department into disrepute, or reflects discredit upon the officer as a member of the Department, or that which impairs the operation or efficiency of the Department or officer.
- 3.202 D Each member of the Department shall conduct himself/herself at all times, both on- and off-duty, in such a manner to reflect most favorably on the Department.
- 3.203 D All members of the Department shall exercise diligence, intelligence, and an interest in the performance of their duties without discrediting the Department.
- 3.204 C Each member of the Department shall contribute his/her part in maintaining Departmental integrity, order, and discipline.
- 3.205 B Members of the Department shall report to a supervisor any incident which may adversely affect the efficiency or discipline of the Wichita Police Department.
- 3.206 F Employees shall not knowingly depart from the truth in making reports, affidavits, court documents, in giving testimony, or in connection with any official duties, except the use of deception in criminal cases as a legitimate investigative technique.
- 3.207 B Members of the Department shall use good judgment in all situations.
- 3.208 E R The initiation of traffic/pedestrian(s) stops must be based on reasonable and articulable suspicion or actual violation of the law committed by the occupant(s) of the vehicle or pedestrian(s). Safety reasons alone may justify the stop if the safety reasons are based upon specific and articulable facts. "Racial or other biased-based policing" means the unreasonable use of race, ethnicity, national origin, gender or religion by a law enforcement officer in deciding to initiate an enforcement action. It is not racial or other biased-based policing when race, ethnicity,

national origin, gender or religion is used in combination with other identifying factors as part of a specific individual description to initiate an enforcement action

- 3.209 E Employees who test positive as identified by the City of Wichita Non-DOT Safety Sensitive Alcohol and Controlled Substance Testing Policy, or who refuse to test as a part of the aforementioned policy, will be subject to discipline, up to termination, even on a first offense.

**Regulation 3.3 – Contact with Citizens****Issue/Rev.: R 07-17-2001**Penalty

- 3.301 A When a citizen requests the name and/or badge number of any member of the Wichita Police Department, he/she is required to tell the citizen his/her first name, last name, and ID number.
- 3.302 B Each member of the Department shall be courteous and considerate in treating all persons with dignity and respect.
- 3.303 B Members of the Department shall be attentive to complaints and/or requests by citizens, and shall take action on them, or refer the person(s) to the proper agencies or individuals.

**Regulation 3.4 – Cooperation****Issue/Rev.: R 03-21-2011**Penalty

- 3.401 A Members of the Department shall give full cooperation to representatives of all levels [city, county, state, and Federal] of government.
- 3.402 A Every Department member shall coordinate his/her individual police effort with those of all other criminal justice agencies/employees, regardless of the rank and/or assignment of anyone involved.
- 3.403 A Cooperation with representatives of the news media shall be in accordance with Policy 706-News Media Relations.
- 3.404 C No member of the Wichita Police Department shall fight or quarrel with any other member of the Department.
- 3.405 A Members of the Department shall avoid any derogatory criticism, idle conversation, or gossip.
- 3.406 E All members of the Department shall fully cooperate with any member of the Police Department assigned by the Chief of Police to conduct an administrative internal investigation.
- 3.407 F Any member of the Department involved in an administrative internal investigation who, after being given the Garrity warning, refuses to answer, without counsel present, questions related to the performance of his/her official duties or about his/her fitness for duty, will be terminated.
- 3.408 F Any member of the Department who refuses to submit to examinations/searches, as described in Policy 901.10, after being directed by the Chief of Police to submit to said examinations/searches, will be terminated.
- 3.409 E Employees who have been notified that they are a witness in an internal investigation will not attempt to influence other witnesses prior to the conclusion of the investigation. Employees will not attempt to solicit information for the other employee involved or attempt to influence the witness statement.

**Regulation 3.5 – Criminal Conduct Prohibited****Issue/Rev.: R 08-08-2011**Penalty

- 3.501 E Members of the Department shall not commit acts that constitute a misdemeanor crime or be convicted of a  
R misdemeanor crime.
- 3.502 F Members of the Department shall not commit acts that constitute a felony crime or be convicted of a felony crime,  
R nor shall they be involved in any criminal conspiracy.
- 3.503 E Any individual with authority to access KCJIS information is required to report to the agency head any new  
I indictment, arrest, charge, conviction, or diversion of a criminal violation by the end of the business day following the reportable event.

**Regulation 3.6 – Discrimination Prohibited****Issue/Rev.: R 03-21-2011**Penalty

- 3.601 E Members of the Department shall not discriminate against any person or organization as the result of

racial, ethnic, religious, sexual, political, or personal prejudice. Notice of any official action in regard to this regulation will be forwarded to the Support Services Division Commander, who is the designated Wichita Police Department EEO Officer.

A. Discrimination is defined as a failure to treat all persons equally where no reasonable distinction can be found between those favored and those not favored.

B. Members of the Department shall not use racial epithets.

3.602 D CONFIDENTIALITY

No member of the Wichita Police Department, nor any complainant, nor the person accused, shall inappropriately disclose the identity of anyone who reports a suspected violation or who participates in a related investigation. The

member accused shall have the right to inspect and request copies of the Professional Standards file of the investigation. All records, reports, statements and information contained in the Professional Standards file are confidential and may only be used by the accused member in a grievance.

3.603 D PROTECTION AGAINST RETALIATION

Retaliation in any form against an individual who in good faith reports a violation of regulations or of law, even if the report is mistaken, or assists in the investigation of a reported violation, is itself a serious violation of this regulation and of law. Any employee responsible for reprisals against anyone for reporting in good faith known or suspected violations of law or regulation, or for assisting in an investigation of such a violation, will be subject to disciplinary action, up to and including termination.

Neither the City Manager nor any department head shall discharge, threaten or otherwise discriminate against any employee, regarding compensation, terms, condition, location or privileges of employment on the basis of any report made against any other employee suspected of violating regulations, or in participating in any investigation, hearing or inquiry conducted pursuant thereto. This section, however, shall not apply to disciplinary action directed to any employee who knowingly or with reckless indifference to the truth makes a false report or provides false information.

**Regulation 3.7 – Financial Responsibilities/Gratuities**

**Issue/Rev.: R 03-21-2011**

Penalty

3.701 E Members of the Department shall not solicit any gratuity for the commission or omission of any of their duties.

3.702 C Members of the Department shall submit a written Officer's Report to their supervisor, detailing any offer of a bribe/gratuity to permit an illegal act.

3.703 E Every reward received by an officer shall be paid into the Police Benefit Fund.

3.704 C Members of the Department shall not purchase goods at property auctions conducted by the Wichita Police Department.

3.705 A No officer shall solicit money or anything of value without proper authorization.

3.706 B Members of the Department shall not incur Departmental expense or liability without prior approval of a Bureau Commander.

3.707 B Members of the Department shall obtain the approval of the Chief of Police prior to lending their names, photographs, testimonials or endorsements to any advertising effort.

3.708 A Deleted.

**Regulation 3.8 – Flag/Funeral Protocol**

**Issue/Rev.: R 11-26-1996**

Penalty

3.801 A Military etiquette shall be observed whenever a member of the Department in uniform is approached by a formal procession displaying the American flag, or the Star Spangled Banner is played in his/her presence. If he/she is wearing headgear while in uniform: the member shall stand at attention and render a military hand salute [1] as the flag passes his/her location, and [2] during the entire rendition of the national anthem. If no headgear is worn while in uniform: the member shall stand at attention and place his/her right hand over the heart at the above times. When in civilian attire: members shall use the hand-over-the-heart procedure and remove any headgear worn.

3.802 A When passing a casket at a funeral, a member of the Department who is in uniform shall remove his/her headgear and cover his/her badge with it. Upon meeting a funeral procession or as one passes, both uniformed and non-uniformed members of the Department shall remove any headgear being worn, and sit at attention.

**Regulation 3.9 – General Duty Responsibilities****Issue/Rev.: R 09-08-2008**Penalty

- 3.901 B The authority of a Wichita Police Officer normally does not extend beyond the corporate limits of the City of Wichita.
- 3.902 A No officer, regardless of any specialized training or assignment, shall be relieved of his/her primary police duties.
- 3.903 A Members of the Department shall keep themselves informed on Departmental activities as published on the Interwatch, Special Bulletins, Special Orders, or other written memorandums.
- 3.904 A Members of the Department shall not mark, alter, or deface any posted Departmental notice or any authorized notice placed on bulletin boards without the permission of a supervisor. No notice of a derogatory nature will be posted at any time.
- 3.905 A Members of the Department shall not mar, mark, or deface any surface on the premises of any Departmental building. No material shall be affixed in any way to any wall, door, or window in any Departmental building without the specific authorization of a supervisor.
- 3.906 C Members of the Department shall remain on-duty as assigned, until properly relieved by a supervisor.
- 3.907 A Officers shall maintain contact with the Department at all times while on-duty.
- 3.908 A Reading while on-duty shall be confined to such materials that relate to official police duties.
- 3.909 B While on-duty, members of the Department shall devote their entire time and energy to their official duties.
- 3.910 B All members of the Department shall remain awake while on-duty, or shall report their inability to do so to a supervisor.
- 3.911 C While on-duty, commissioned officers shall take appropriate police action whenever necessary, and shall make a written report of such action [exception to making a written report: see Regulation 5.801].
- 3.912 C Except in the discharge of his/her official duties, no officer shall associate, fraternize, transact any business, or have any dealings with persons engaged in unlawful pursuits.
- 3.913 B No officer shall institute criminal charges arising from police activity without authorization from an officer of the rank of sergeant or higher.
- 3.914 B Members of the Department shall enter into matters of civil dispute, arising from on duty or off duty police employment, only for the purpose of protecting and supporting the doctrine of individual rights and of providing for the security of persons and property.
- 3.915 B Members of the Department shall limit their participation in controversial matters to such action that is clearly police action.
- 3.916 B When assigned to do so, members of the Department shall conduct proper, thorough and complete investigations, following all appropriate guidelines found in the WPD Policies and Regulations Manual.
- 3.917 B Officers shall not cite or arrest for traffic violations while off-duty, unless the violation is flagrant and/or the cause of an accident, or the driver is DUI.
- 3.918 A Members of the Department shall not use the Department Seniority list for non-work related activity.
- 3.919 E Automatic Vehicle Location systems (AVL) will not be dismantled, intentionally damaged or in any way circumvented in an attempt to defeat the system.

**Regulation 3.10 – Grooming Standards****Issue/Rev.: R 03-09-2009**Penalty

- 3.1001 A Members of the Department shall be well-groomed and clean at all times while on-duty or representing the department off duty such as part-time employment unless expressly exempted from this regulation by proper authority.

HAIRCUTS

- 3.1002 A All officers and uniformed civilian members of the Department shall keep hair neat, clean, well trimmed, and in

accordance with these regulations while on-duty, unless the nature of his/her job assignment requires otherwise [e.g., undercover]. The hair shall not cover more than three-quarters of the ear, allowing the earlobe to be visible. The bulk or length of hair shall not interfere with the normal wearing of all standard headgear. For male uniformed members of the department: hair shall not be allowed to hang over the top of the collar when he is standing in an upright position. For female uniformed members of the department: hair shall not extend below the bottom of the shirt collar when she is standing in an upright position. Hair should be of a natural hair color. Neon colors, i.e., pink, green, blue, etc. are not authorized, as they do not represent a natural hair color.

#### SIDEBURNS

- 3.1003 A Sideburns shall not extend below a point even with the bottom of the earlobe and shall be worn in a clean shaven, horizontal line. The flare [terminal portion of the sideburn] shall not exceed the width of the main portion of the sideburn. “Pork-chop” styled sideburns will not be allowed. Sideburns shall be trimmed and neat in appearance.

#### MUSTACHES

- 3.1004 A A short and neatly trimmed mustache of natural color may be worn. Mustaches shall not extend below the vermilion border of the upper lip or the corners of the mouth and may not extend to the side more than one-half inch beyond the corners of the mouth.

#### TATTOOS/BRANDING

- 3.1005 A Tattoos/Brands must not show while on duty in uniform or civilian clothing regardless of what the tattoo/brand is or represents. Officer’s wearing the authorized bicycle uniform are not to have visible tattoos showing below the hem of the uniform shorts.

After 5/1/2009 employees having tattoos/brands they cannot conceal will be required to wear authorized long sleeve shirts and pants to cover the tattoo/brand. Facial, head and neck tattoos are not permitted in uniform or civilian attire while on duty. Police applicants/prospective new employees will be advised of the policy regarding grooming standards during the pre-employment phase.

#### PIERCINGS

- 3.1006 A The wearing of a facial piercing, i.e. lips, tongue, nose, brow or any other location on the face is prohibited for all department members on duty. Male employees may not wear an ear piercing on duty. Female employees may wear a maximum of two piercing in each ear lobe while on duty. While in uniform the earring should be the “stud” type earring. All other piercings must be concealed by clothing while on duty. Exceptions to 3.10 Grooming Standards can be granted by a Bureau Commander in situations involving undercover investigations.

### **Regulation 3.11 – Handling Evidence/Property**

**Issue/Rev.: R 03-21-2011**

#### Penalty

- 3.1101 B Members of the Department shall thoroughly search for, collect, preserve, and identify evidence in any arrest or investigation.
- 3.1102 D Members of the Department shall follow official departmental procedures in the handling of evidence and personal property.
- 3.1103 D A member of the Department shall deliver to the proper custodian any money or property that comes into his/her possession before the end of his/her tour of duty, and he/she shall complete a proper receipt for any such items.
- 3.1104 E Members of the Department shall not convert any of the following to their own use; City-owned property, evidence, found property, personal property, or recovered stolen items. Exception: Purchasing items through approved auctions.

### **Regulation 3.12 – Handling of Suspects/Prisoners**

**Issue/Rev.: R 10-14-1996**

#### Penalty

- 3.1201 C Officers shall conduct the appropriate frisk, pat-down, or search (see Policy 302-Booking of Prisoners) of any criminal suspect before he/she is placed into a police vehicle.
- 3.1202 B When an arrest is made or a citation issued, the arresting/citing officer shall explain the facts pertaining to the situation and reason for the action taken to the arrested/cited person.
- 3.1203 C Officers shall treat all prisoners humanely and shall do everything possible to ensure their safety while in custody.
- 3.1204 C All prisoners arrested on a felony charge or detained on suspicion of a felony shall be handcuffed. Felony prisoners in the custody of officers shall be handcuffed in a manner which will prevent them from escaping or assaulting any person.
- 3.1205 B Officers shall exercise good judgment when restraining, handcuffing and shackling any person, and shall not secure or immobilize him/her to the point of causing injury.

- 3.1206 C Members of the Department shall not allow a prisoner to escape through his/her carelessness, neglect or inattentiveness.
- 3.1207 B Members of the Department shall transport arrested or detained persons to the proper facility by a direct route and without undue delay, unless directed otherwise by a supervisor. When transporting persons of the opposite sex under arrest or detention, members of the Department shall announce the beginning and ending mileage to the dispatcher.
- 3.1208 C Members of the Department shall not purchase, barter for, or accept as a gift any property from prisoners.

**Regulation 3.13 – Insubordination****Issue/Rev.: R 03-09-2009**Penalty

- 3.1301 B Members of the Department shall comply with all Wichita Police Department Policies, Regulations, Special Orders, their respective Bureau Standard Operating Procedures and with the directives of the City of Wichita Human Resource Policies Manual. When a Department member violates any City of Wichita Administrative Rule or Directive, the City of Wichita penalty code and reckoning period will apply, with the exception of the City of Wichita Non-DOT Safety Sensitive Alcohol and Controlled Substance Testing Policy.
- 3.1302 C Members of the Department shall obey the orders of supervisors. If he/she considers an order to be in conflict with previous orders or with official Departmental policy, he/she shall call this fact to the attention of the supervisor issuing the conflicting order, but he/she shall obey the last order given.
- 3.1303 B Instructions and/or orders issued over the signature of the Chief of Police shall have the force and effect of Departmental Policies and Regulations.
- 3.1304 C A member of the Department shall respond to and execute any assignment given to him/her by the 911 dispatcher, unless he/she is specifically excused from the assignment by a supervisor.
- 3.1305 B A member of the Department shall not direct profane or insulting language to a supervisor.
- 3.1306 C No member of the Department shall publicly criticize the official action of a supervisory or commanding officer.
- 3.1307 NONE Each officer, unit of organization, and/or police situation shall be considered to be under the immediate control of one [and only one] officer.
- 3.1308 A All orders of execution and reports on execution shall move downward and upward through the chain of command with reciprocal consideration by all officers concerned.
- 3.1309 A On matters requiring supervisory or command decisions, the chain of command shall be observed unless it is clear that, by observing it, the police purpose or the reputation of the Department will be jeopardized.

**Regulation 3.14 – Intoxication****Issue/Rev.: R 11-26-1996**Penalty

- 3.1401 While on-duty, members of the Department shall not:
- E [a] Become intoxicated.
  - C [b] Consume any beverage containing alcohol, unless specifically approved by a supervisor.
  - A [c] Have any beverage containing alcohol, or any narcotic substance, on his/her person or in his/her City vehicle, unless the beverage or substance is involved in the performance of official duty.
  - E [d] Consume or ingest intoxicants while off-duty, to the extent that evidence of consumption or ingestion is apparent when reporting for duty, or to the extent that his/her job performance is impaired.
- 3.1402 While off-duty, members of the Department shall not:
- D [a] Consume any beverage containing alcohol, or ingest any narcotic substance, while they are dressed in a Wichita Police Department uniform or any part thereof.
  - C [b] Be present in a business establishment which is licensed to serve [for consumption on premises] any beverage which contains alcohol, unless the establishment possesses a current restaurant license, while they are dressed in a WPD uniform or any part thereof.
  - C [c] Become intoxicated, in public view, to the point of causing embarrassment to the Department.

- 3.1403 NONE The use of legally controlled substances, as part of a prescribed medical treatment by a licensed physician, will not subject a Department member to disciplinary action, if such treatment does not/will not adversely affect his/her job performance.

**Regulation 3.15 – Lunch Break Requirements****Issue/Rev.: R 08-18-2005**Penalty

- 3.1501 A An attempt will be made to provide a lunch break ["602"] to all, Police Officers and Service Officers assigned to the Field Services Division and Support Services Division, during their tour of duty, with the exception of those assigned to special duties with designated work hours from 0800 to 1700 hours.
- 3.1502 A All other Department members shall take their lunch break in accordance with the appropriate union contract.
- 3.1503 A Uniformed members who are in salary grades/pay ranges 621-724 and work an eight-hour shift are authorized no more than thirty (30) minutes for 602, including travel time [subject to supervisory discretion].
- 3.1504 A Uniformed Field Service Division members shall remain within the Bureau they are assigned when taking a 602 [subject to supervisory discretion].
- 3.1505 A Unless authorized by a supervisor, Field Service Division members are restricted from taking 602 during the first and last hours of their tour of duty.
- 3.1506 A No more than three (3) uniformed personnel [regardless of Department assignment or rank] and two (2) marked vehicles will meet at any eating establishment. The only exception permitted is uniformed officers attending Departmental functions such as seminars, funerals, promotions, or other public functions.
- 3.1507 A When desiring to take 602, each Field Service Division or Support Service Division member shall request clearance from the 911 dispatcher. If approved, he/she shall notify 911 of his/her location. He/she shall monitor his/her portable radio and shall be subject to call during the 602.
- 3.1508 A Every member of the Department required to complete an Officer's Daily Activities Report Form [WPD 321-000] will log the beginning/ending times of his/her 602.
- 3.1509 A When a member's 602 is interrupted by a call, he/she is eligible for an additional break, subject to a Bureau supervisor's approval.

**Regulation 3.16 – Misconduct Prohibited****Issue/Rev.: R 08-18-2005**Penalty

- 3.1601 F Any course of conduct that indicates a member of the Department has little or no regard for his/her obligations as a member of the Wichita Police Department shall be deemed misconduct, and will be cause for dismissal.
- 3.1602 F Repeated violations of Department regulations by a member of the Department shall be deemed misconduct, and will be cause for dismissal.
- 3.1603 F Members of the Department having affiliation with any organization which proves detrimental to efficiency or results in divided loyalty, shall be subject to summary dismissal from the Department.
- 3.1604 E A member of the Department shall maintain sufficient competence to enable him/her to properly perform his/her duties and to adequately discharge all responsibilities associated with his/her positions. A member of the Department shall perform his/her duties in an efficient manner. Incompetence and/or unsatisfactory performance in this area may be demonstrated by:
- A. A lack of knowledge of the laws he/she is charged with enforcing;
  - B. An unwillingness or inability to perform assigned tasks;
  - C. Failure to take appropriate action in response to an incident which required such a response;
  - D. Absence without leave. This may include employees who have exhausted sick leave and or vacation and are carried without pay;
  - E. Repeated, poor Performance Appraisals;
  - F. A written record of repeated violations of directives contained within the WPD Policies and Regulations Manual.

**Regulation 3.17 – Off-Duty Employment****Issue/Rev.: R 10-03-2011**Penalty

- 3.1701 NONE The Wichita Police Department permits its officers to work off-duty. Officers shall be mindful of the fact that participating in approved off-duty employment is a privilege. This privilege shall be available only so long as the individual maintains satisfactory performance levels and adheres to all departmental Policies and Regulations. Abuse of WPD policy or regulations will be cause to terminate the officers' privilege to work off duty jobs.
- 3.1702 C R Officers who are employed on their off-duty time shall clear their off-duty work schedule with their Bureau Commander before accepting such off-duty work. Officers shall complete the Electronic Off-Duty Job Request form and have it approved by the Field Bureau Commander in charge of the area where the part-time work is to be located.
- 3.1703 C Officers may engage in off-duty employment, subject to Policy 213- Off-Duty Work and the following limitations:
- A. Such employment shall not interfere with the officer's employment with the Department.
  - B. The authority of officers working on their off-duty time is limited to the same authority as that of on-duty officers. Officers employed in any capacity relating to their status as commissioned police officers may not enforce the rules of an employer or a business that do not constitute a violation of law.
  - C. Officers working off-duty in uniform shall be limited to performing police duties. No activity will be undertaken in uniform that is disrespectful, belittling or degrading to the officer, the uniform, or the department, or that would constitute a violation of WPD Regulation 3.201.
  - D. Officers working off-duty in uniform shall be fully and properly attired according to Department regulations.
  - E. Officers assigned to undercover positions [designated such by the Commander of the Special-Investigations Bureau] shall not perform any law-enforcement-related, off-duty work, except as authorized by the Chief of Police.
  - F. Officers shall not engage in any employment or business involving bail bond agencies, private investigators, collection agencies, attorneys, licensed private security companies, or direct sale or distribution of alcoholic beverages except as authorized by the Chief of Police.
  - G. Use of on-duty equipment for off-duty jobs is limited to use approved for special events/situations and/or Division Commander's approval.
  - H. Only the standard issue uniform may be worn for off-duty work (no bike, mounted or other specialty uniform may be worn), unless exempted by a Bureau Commander.
  - I. An officer may engage in off-duty work outside the city limits only by approval of the Chief of Police.

**Regulation 3.18 – Radio Use****Issue/Rev.: R 11-26-1996**Penalty

- 3.1801 A All radio transmissions shall be limited to coded signals and/or messages of police business.
- 3.1802 C Members of the Department shall not intentionally interfere with, or cause any interference with, radio transmissions and/or equipment.

**Regulation 3.19 – Reporting to Work/Sick Leave****Issue/Rev.: R 09-08-2008**Penalty

- 3.1901 B Unless otherwise directed by proper authority, members of the Department shall report for duty at the time and place specified for their current job assignment. They shall be properly attired and equipped. They shall give careful attention to orders/instructions.
- 3.1902 A Members of the Department shall be punctual in reporting for duty, and shall be prompt in requesting relief from duty when emergency leave is necessary.
- 3.1903 B Deleted.
- 3.1904 B Members of the department shall not take vacation leave and/or sick leave in excess of the amount available to them on the day(s) the leave is taken, except as established by the guidelines set forth in the City of Wichita Personnel Policy Manual and WPD Policy 211.



**Regulation 3.20 – Safety****Issue/Rev.: R 11-26-1996****Penalty**

- 3.2001 B Should a WPD member discover a fire, he/she shall immediately ensure that the 911 dispatcher is, or has been, notified of its existence.
- 3.2002 C Members of the Department shall do everything possible to protect the safety of all Departmental personnel, himself/herself included.
- 3.2003 A While on-duty, members of the Department shall report to the 911 and/or the SPIDER dispatcher all hazardous conditions of which they become aware [examples: inoperative signal light, downed street sign, manhole cover missing, large chuckhole in street, icy bridge or road, etc.].
- 3.2004 A A uniformed member of the Department shall not address an officer who is in plainclothes unless first addressed by the plainclothes officer. This is to protect the identity and safety of the non-uniformed officer.
- 3.2005 B In order to enhance the safety of Departmental members, a reflective vest will be issued to uniformed members of the Department as part of their initial equipment. This vest shall be worn when engaged in directing traffic, either on-duty or while working an off-duty job, or while working, or assisting at, the scene of an accident on any street or highway.

**Regulation 3.21 – Smoking Standards****Issue/Rev.: R 11-26-1996****Penalty**

- 3.2101 A No member of the Department shall smoke or chew tobacco while performing a police duty at the scene of a police incident, or while making personal contact with citizens in the performance of his/her duty.

**Regulation 3.22 – Supervisory Responsibilities****Issue/Rev.: R 09-08-2008****Penalty**

- 3.2201 B Every supervisor shall properly oversee subordinates, which includes taking appropriate disciplinary action when necessary.
- 3.2202 A A supervisor shall support a subordinate officer when the subordinate is acting within his/her rights and duties.
- 3.2203 A A supervisor shall avoid censuring a subordinate officer in the presence of others, unless practical or unavoidable.
- 3.2204 B The authority to obtain search warrants and to organize and conduct raids shall be under the direct superintendence of a supervisor.
- 3.2205 A Only commissioned supervisors may admit anyone other than law enforcement personnel to the scene of any incident to which police have been summoned.
- 3.2206 A When an incident involves the discharge of a firearm by an officer, or death or great bodily harm is inflicted by an officer, or an officer's actions result in an unusual amount of damage to private or public property, the Emergency Communications Supervisor will immediately notify the Professional Standards Bureau Commander [or his/her designee]. It is the field supervisor's responsibility to ensure that such notification is promptly made.
- 3.2207 A In all police cases, the officer first on the scene shall be in charge of police activity until the arrival of a higher-ranking officer, who shall assume charge. Upon arrival of an officer of equal or higher rank from the section primarily concerned with the activity, he/she shall be in charge.
- 3.2208 B In serious emergency situations, the officer-in-charge shall, without delay, [1] establish a command post which is accessible to the scene of the emergency and [2] arrange for appropriate means of communication and adequate staff.
- 3.2209 A It is the responsibility of the Support Services Division Commander to maintain and keep current the Wichita Police Department Policies and Regulations.